

ADMINISTRATIVE - INTERNAL USE ONLY

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27 FEB 1978

MEMORANDUM FOR : Director/Office of Communications
Director/Office of Data Processing
Director/Office of Finance
Director/Office of Logistics
Director/Office of Medical Services
Director/Office of Personnel
Director/Office of Security
Director/Office of Training
Chief, IPS
Chief, ISAS
DDA/EEO

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Weekly Reports

1. Certain changes have taken place regarding the use of material submitted in weekly reports that prompts a change in reporting. Starting immediately, weekly reports will be due in the Office of the DDA on Thursday by close of business, rather than Friday noon. The report will now cover activities through Wednesday.

2. As you are aware, items of note are asterisked which are to be considered for submission to the Director on a bi-weekly basis. The Director now sends a monthly "Newsletter" cable to the field which includes items taken from the bi-weekly reports. In order to assist the DDA/Management and Assessment Staff which has the responsibility for preparing both the bi-weekly Director report and the monthly Director cable items, we ask that you use a single asterisk to designate items to be used on the bi-weekly report and a double asterisk for those which you think would also be of sufficient importance to be included in the Director's cable to the field.

3. It is felt this is an opportunity to impart information on a wide basis and feel that everyone should take advantage of the opportunity to include appropriate items.


Michael J. Malanick

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